

General Laboratory Expectations & Policies

REQUIRED MATERIALS: Every student should come to lab prepared to begin work immediately. This means that students should bring with them a scientific calculator, notebook or loose-leaf paper, pen or pencil, eraser, and laboratory guidelines. Students must also bring with them a completed PreLab required as part of nearly every lab exercise. See your lab manual for PreLabs.

LABORATORY POLICIES: (INCLUDING ALL OF *General Lab Policies*)

- Read through and attempt to understand the assigned lab before attending the lab session.
- A PreLab must be completed prior to coming to lab and turned in upon arrival. Don't come to lab expecting to complete the PreLab. PreLabs will not be accepted after the lab begins, and students will not be given time in lab to do PreLab exercises. PreLabs will be scored, and are part of the lab grade for that period.
- Labs begin on time and end on time. Don't be late in arriving, and don't expect to stay after the lab period is over. Students should come to lab expecting to spend the full 3 hours. Don't make plans to meet someone or do something an hour after the lab starts. Labs might take 2-3 hours to complete.
- Lab exercises are designed to work best when students are working in pairs. Only in the case where there is an odd number of persons in a lab session will three persons be allowed to work together. Select ONE lab partner and stick with him or her throughout the semester. Likewise, pick out one lab bench and stick with it throughout the school year. This will reduce confusion and save time at the beginning of each lab session.
- Laboratory sessions generally begin with a short orientation that will consist of an overview and explicit instructions or examples as necessary. Pay careful attention. This might provide valuable insights for lab report.
- Labs are designed in such a way that "lab reports" (Answer Sheets) must be completed and turned in before students leave the lab. Under no circumstances will a student be allowed to enter the lab, collect data, and then leave. Answer sheets are due at the end of the lab period.
- While lab work is cooperative in nature, lab reports must be the work of the individual. Copying of lab reports or creation of "group reports" is not permitted. Individuals may, however, work together to understand fully the experiment and analysis.
- All "lab reports" (Answer Sheets with required graphs) will be scored by the lab instructor with the use of a rubric, and lab reports will be returned at the beginning of the next lab period.
- Leave the laboratory setup the way you found it at the beginning of the lab session; this greatly assists the lab instructor when preparing for the next lab section.
- You generally should not be borrowing lab equipment from other individuals or tables without the lab instructor's permission. If you are missing an item or have an item that is not working, please inform the lab instructor. If you have borrowed something from another lab station, please return it when finished.
- Bring a calculator and some scratch paper to each lab.
- Lab reports will not be accepted from individuals who did not participate in the lab activity itself.
- Missed labs score zero points. There generally will be no make up opportunity to make up missed labs. Depending on the grading policy of the course instructor, the lowest one (or two) lab score(s) will be

dropped. In this case the first (and second) missed labs cannot be made up; these are the scores that will be dropped. In the event of a legitimate excuse (see the *Undergraduate Catalog*), students with more missed labs than the number to be dropped may make up excess missed labs. Lab activities (including PreLab and *Student Laboratory Handbook* readings) could serve as the basis for some in-class exam questions. It is important that you fully participate in and understand all lab activities.

- Students with documented disabilities will be accommodated. Special need requests must be initiated through the Office of Disability Concerns (438-5853 voice; 438-8620 TTY).
- No food or drink is permitted in the laboratory.
- Cell phones must be turned off while in the laboratory.
- Use either pen or pencil for lab work, but think before you write. Pencil has the advantage of ready erasure. Write lightly when recording data or answering questions. Any and all erasures should be thorough.
- Limit printing; there are limited resources for this purpose. Printing in labs is restricted ONLY to expressly required graphs with their datasets on the same page (print the whole computer screen using landscape view). Any other printing is strictly forbidden. Think before you print.

LABORATORY SAFETY: The physics laboratory can be a dangerous place. For instance, you may work with glass instruments, open flames, projectiles, electrical equipment, and such. If equipment is handled improperly, this can be quite dangerous -- even deadly. The lab instructor should caution you about lab safety procedures that must be followed. These procedures will be gone over in lab at the beginning of the period. Students failing to follow safety procedures will be removed from the laboratory setting if cautions are repeatedly ignored.